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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, AUGUST 22, 2019 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on September 26, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:06 PM.

Sustainability Commission Present:

Amber Nieves

Jacob Rose

Robin Lindsley

Johanna Peeters Weem

Tabitha Merten

Absent, Excused: Lilly Meek, Fallon Harris, Kenneth Cobleigh

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: Emily Miller, Emily Miller Fine Art; Charlene Murdock, Foodways at Nana Cardoon

1. COMMUNITY COMMUNICATIONS: None.

2. COMMISSIONER COMMUNICATIONS: None.

3. CONSENT AGENDA: Correct minutes from July: Merten, not Harris second the approval of the minutes from June. Nieves moved to approve, Rose second; unanimous.

4. ADDITIONS/DELETIONS: Discuss rubric for awarding mini-grants. Commission decided to place a deadline of the January/February 2020 to complete a rubric for the next grant cycle. A subcommittee led by Rose and Cobleigh will meet to develop the process.

5. MINI-GRANT REQUEST: Charlene Murdock from Foodways at Nana Cardoon presented a proposal to support a Japanese cooking program, including a movie and noodle bowl meal. The movie rights are \$400, and the meal is \$10. All food is donated, but not the labor.

6. MINI-GRANT REQUEST: Emily Miller, Emily Miller Fine Art presented a proposal to support a reclaimed materials community involvement art project. Reclaimed materials are gathered from the Pacific Ocean and provided to the community to make baskets and other projects. The purpose is to innovate and teach participants what they can do with a waste resource.

7. MINI-GRANT REQUEST: Jacob Rose to present on behalf of Pacific University and recusing himself from voting. CSS hopes to continue its partnership with the Sustainability Commission to build on the successes of the previous year. Position would not attend each meeting, only the first, last, and Rose will report monthly on behalf of the student. The Commission will discuss at the next meeting in September.

Voting on mini-grants:

- Charlene Murdock: The Commission decided that the demographic was too narrow in scope and the price was too high. Nieves moved to decline, Rose second. Four disapproved and one approved.
- Emily Miller: Concerns that Miller is not a non-profit, which disqualifies the applicant. Discussion if the scope of the project will impact the local community. Nieves moved to postpone the decision until the September meeting, Rose second.

8. SOLAR ARRAY/RESIDENTIAL INCENTIVES: Johanna Peters Weem read the article she wrote for the News Times. Article suggested alternative opportunities for residents to participate in choosing green energy sources. Nieves suggested inviting a solar array installer to present to the group. Councilor Uhing requested a report to be submitted to the Council with the Commission's findings/recommendations regarding the Solar Array Study. Nieves to compile Commissioners' notes, Rose to edit.

9. COMMISSION BYLAWS: Councilor Uhing requested the Commission to finalize the number of at-large positions. If the individual is paying utilities, they are not considered at-large regardless if they live inside or outside the city boundaries. Nieves proposed nine total members, no more than two at-large.

10. COUNCIL LIAISON REPORT:

- Sept. 9: Public hearing on the Housing Needs Analysis.
- Sept. 10: Dine and Donate at Bites. Proceeds benefit the Library.
- Sept. 20: Westside Economic Alliance Bike Tour.
- Oct. 28: Joint work session with the City and school district.
- Video on the City website for the police department building project.
- Installed two bike repair stations at Fernhill and the Plaid Pantry by Rogers Park.
- Sept./Oct.: Library will have five outreach story time events at Rose Grove for the Latinx community.
- Sustainability projects include the street LED replacement program, solar feasibility study, and low flow toilet rebate program.
- Equity assessment: CCI and Sustainability Commissions to work together to help define that for the City.
- Partnership to address homelessness: Define City's role in addressing homelessness.

11. STAFF REPORT:

- CCI will attend the November Sustainability Commission meeting.
- Second reading for the business food waste recycling in Sept. with the Council.
- Spoke with Waste Management about community clean up events; bags are available. The Commission will need to specify what commitment they are seeking from Waste Management.

12. FUTURE AGENDA TOPICS:

- Mini-grant applications:
 - Pacific University: Student Liaison
 - Emily Miller: Reclaimed Materials
 - Elena Parker: Run/Walk for Shelter
- Solar Report to Council
- Subcommittee meeting
- Free Food Market with Michelle Larkins
- NLC (Washington DC) recommendation for Peters Weem

13. ADJOURNMENT: Nieves adjourned the meeting at 8:09pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: 09/26/2019